

	PROJECT: ECIDS									
	Item									
No:		Milestone	Wkgrp	Status	Require EMC Sign-Off?	Date of EMC Sign-Off	Deliverable	Dependencies	Notes	Target Date
4	<b>Basic project documents and tasks to support the ECIDS Project.</b>									
5	Based on reset meeting, define basic goals of the ECIDS that meets the project vision.	Y	All	Complete	Y	01/15/15	<a href="https://share.dcf.wisconsin.gov/rttf/Documents/ECIDS%20(DPI-Led)%20%20Project%2010%20Documents/ECIDS%20Mission%20and%20Goal%20Statement/Approved%20ECIDS%20Mission%20and%20Goal%20Statement.pdf">https://share.dcf.wisconsin.gov/rttf/Documents/ECIDS%20(DPI-Led)%20%20Project%2010%20Documents/ECIDS%20Mission%20and%20Goal%20Statement/Approved%20ECIDS%20Mission%20and%20Goal%20Statement.pdf</a>			1/15/2015
6	Recommendation Report: Cross-Departmental Analytic Plan	Y	RWG	Complete	Y	6/22/15	<a href="https://share.dcf.wisconsin.gov/rttf/Documents/ECIDS%20Management%20Committee/Approved%20Items/ECIDS%20Recommendation%20Report-%20Cross-Departmental%20Analytic%20Plan.pdf">https://share.dcf.wisconsin.gov/rttf/Documents/ECIDS%20Management%20Committee/Approved%20Items/ECIDS%20Recommendation%20Report-%20Cross-Departmental%20Analytic%20Plan.pdf</a>		Note: 8/1/2016 - DCF is deciding if they will pick a new analytic question or stick with the Distinct Count. DPI has revised their question. DPI has their updated question in circulation at the internal agency review level. This Recommendation Report will change to reflect the change/changes and will go for circulation at the internal agency review level, with a final sign-off by the EMC. Target date for revision sign-off is 10/15/16.	10/15/16 for revision
7	Recommendation Report: Technical Solution Strategy	Y	TWG	Complete	Y	6/22/15	<a href="https://share.dcf.wisconsin.gov/rttf/Documents/ECIDS%20Management%20Committee/Approved%20Items/ECIDS%20Recommendation%20Report-%20Technical%20Solution%20Strategy.pdf">https://share.dcf.wisconsin.gov/rttf/Documents/ECIDS%20Management%20Committee/Approved%20Items/ECIDS%20Recommendation%20Report-%20Technical%20Solution%20Strategy.pdf</a>			6/30/2015
8	Technical Solution Design and Build Paper	Y	TWG	In Progress	TBD			7		10/1/2016
9	ECIDS Stakeholder Engagement Plan	Y	Port.	In Progress	Y/N Decision being made for Entire Document, Y - Some specific deliverables within the document.				8/1/16 June Fox, Jill Haglund, Terry Hiltz, Lisa Walker and Mandy Reeve are developing this doc - will release to work groups and steering committees for comment soon. - (EMC needs to sign off? - work group deciding.) Regardless of entire doc sign-off or not - there are deliverables within the document that need EMC sign-off, for example the WI ECIDS Fact Sheet.	10/1/16

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10	ECIDS Sustainability Plan	Y	Port.	In Progress	Y			9	June Fox, Sean Cottrell, Lisa Walker Terry Hiltz and David Sorenson are developing this doc - will review sections as they are completed, with EMC as appropriate. Ultimately the entire document will be signed-off by the EMC.	10/1/2016
11	<b>Definition of Basic Data Governance Documents, Processes, and Procedures to inform Data Governance in individual agencies as well as the ECIDS Project.</b>									
12	Create Data Governance Charter	Y	DGWG	Complete	Y	12/17/2014	<a href="https://share.dcf.wisconsin.gov/rttt/Documents/ECIDS%20Data%20Governance%20Team/MOU0165%20WI%20EC%20IDS%20Data%20Governance%20Charter.pdf">https://share.dcf.wisconsin.gov/rttt/Documents/ECIDS%20Data%20Governance%20Team/MOU0165%20WI%20EC%20IDS%20Data%20Governance%20Charter.pdf</a>			12/17/2014
13	Create Data Governance Policies	Y	DGWG	In Progress	Y				Data Access Policy in progress. Other policies to be developed as needed, as well.	12/31/2016
14	Create ECIDS Data Governance Scenarios	Y	DGWG	Complete	N	N/A	<a href="https://share.dcf.wisconsin.gov/rttt/Documents/ECIDS%20Data%20Governance%20Team/EC%20IDS%20DG%20Scenarios%20Activity.docx">https://share.dcf.wisconsin.gov/rttt/Documents/ECIDS%20Data%20Governance%20Team/EC%20IDS%20DG%20Scenarios%20Activity.docx</a>			9/1/2015
15	Create ECIDS Data Governance Manual	Y	DGWG	In Progress	TBD			13, 14, 16, 17	Will be created at end of project and will contain all policies, charter, master agreement, process flows and governance structure diagrams	12/31/2016
16	Create ECIDS Management Committee process flows	Y	DGWG	In Progress	TBD		<a href="https://share.dcf.wisconsin.gov/rttt/Documents/ECIDS%20Management%20Committee/ECIDS%20Management%20Committee%20Approval%20Process.pdf">https://share.dcf.wisconsin.gov/rttt/Documents/ECIDS%20Management%20Committee/ECIDS%20Management%20Committee%20Approval%20Process.pdf</a>		8/1/16 - PM group reworked process flow. Being reviewed by DHS EMC members.	9/1/2015
17	Complete Universal Interagency Agreement (Universal MOU) (Master Agreement) (UBER), Technical Service Agreement, Service Level Agreements	Y	DGWG	In Progress	N				Legal approval needed. This follows each agency's normal approval process. After legal review and approval at all three agencies, the document will be signed/approved by all three agencies.	7/31/2016
18	<b>Process Flows</b>									

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19	Create Data Request and Data Delivery Process (Ask, Approve, Answer Process)	Y	All	in progress	TBD		Process Flows		Demo of automated solution for part of process has been completed and was well-received. Work will continue in that direction. However the Build of the KB Matching Process and Interface (#28 below) will take priority over this work.	8/31/2016
20	Test/Confirm/Verify Data Request & Data Delivery Process (Ask, Approve, Answer Process)	Y	All	Not Started	TBD		Documented Results	19, 17		9/30/2016
21	Process Ready to be Used	Y	All	Not Started	TBD		Process Flows and Instructions	20		10/31/2016
22	<b>Knowledge Base Build</b>									
23	TWG and DGWG work to create and sign a KB DUA (Knowledge Base Data Use Agreement) to share the PII (Personally Identifiable Information) data elements.	Y	TWG, DGWG	complete	N	N/A	<a href="https://share.dcf.wisconsin.gov/rftt/Documents/ECIDS%20Data%20Governance%20Team/KB%20Build%20-%20Data%20Sharing%20Agreement%20-%20(Executed).pdf">https://share.dcf.wisconsin.gov/rftt/Documents/ECIDS%20Data%20Governance%20Team/KB%20Build%20-%20Data%20Sharing%20Agreement%20-%20(Executed).pdf</a>		This DUA allows the sharing of the PII for matching tool (KB) across the three agencies. This followed each agency's normal approval process. After legal review and approval at all three agencies, the document was signed/approved by all three agencies on 5/12/16.	5/15/2016
24	Work with DET to get a DEV server (+ ISSI)	Y	TWG	complete	N	N/A	DEV Server			12/15/2015
25	KB Dev Environment Setup	Y	TWG	complete	N	N/A	DEV Environment	24		2/29/2016
26	Data Access Policy and Staff Roles	Y	TWG, DGWG	in progress	Y - Policy, TBD - Staff Roles		Policy document and Roles document		Must be done prior to system testing KB Matching and Interface	8/10/2016
27	DCF, DHS, DPI Data is sent to KB	Y	TWG	complete	N		Data Sets Delivered, Loaded	23		6/15/2016
28	Build KB Matching Process and Interface	Y	TWG	in progress	TBD		KB Matching Tool	23	Completed in increments: sprints. 50% complete to date: 7/1/16.	8/10/2016
29	System Test (DPI, DHS, DCF) KB Matching and Interface	Y	TWG	Not Started	TBD			27, 28		8/31/2016
30	KB Prod Environment Setup	Y	TWG	Not Started	TBD			29		9/15/2016
31	Production Verification Testing (DPI, DHS, DCF)	Y	TWG	Not Started	TBD			30		10/15/2016
32	KB Ready for Prod Data Request and Delivery Process	Y	TWG	Not Started	TBD			31		10/31/2016
33	<b>Research Questions: Execute Cross-Departmental Analytic Plan</b>									
34	DCF Research Question: Distinct Count - Develop a written, detailed description and definition of the Distinct Count question that can be turned over to DGWG and TWG.	Y	RWG	complete	N	N/A	Document: Distinct Count Question Defined			3/31/2016
35	DCF Research Question: New question may be picked for DCF or may keep Distinct Count as their pilot. Develop written specifications paper - for TWG and DGWG	Y	RWG	In Progress	TBD		Document - specifications			8/31/2016
36	DCF Research Question: DUA	Y	RWG, DGWG	Not Started	TBD		DUA	35		10/15/2016

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<u>No:</u>		<u>Milestone</u>	<u>Wkgrp</u>	<u>Status</u>						
37	DCF Question: Analysis takes place after KB is used for matching and Process Flow is followed for Data Request and Return of Data to Analyst/Researcher	Y	RWG	Not Started	TBD		Report	21, 32, 36,		11/30/2016
38	DCF distributes the Distinct Count Report(s) to intended audience.	Y	RWG	Not Started	TBD		Distributed to intended audience	37		12/31/2016
39	DCF Distinct Count Discovery Project: Charter	Y		complete	TBD		Charter		Mady Chisman Project Manager for DCF Distinct Count Discovery Project	7/31/2016
40	DCF Distinct Count Discovery Project: Analysis and Research	Y		In Progress	TBD		Distinct Count Recommendation Report		Mady Chisman Project Manager for DCF Distinct Count Discovery Project	11/15/2016
41	DHS Research Question: Develop written specifications paper - for TWG and DGWG	Y	RWG	In Progress	TBD		Document - specifications		Note: 7/1/16 - 95% complete.	8/15/2016
42	DHS Research Question: DUA	Y	RWG, DGWG	Not Started	TBD		DUA	41		10/15/2016
43	DHS Question: Analysis takes place after KB is used for matching and Process Flow is followed for Data Request and Return of Data to Analyst/Researcher	Y	RWG	Not Started	TBD		Report	21, 32, 42		11/30/2016
44	DHS completes research and records answer to question.	Y	RWG	Not Started	TBD		Answer documented.	43		12/31/2016
45	DPI Research Question: Develop written specifications paper - for TWG and DGWG	Y	RWG	In Progress	TBD		Document - specifications		Note: 7/1/16 - 95% complete.	8/15/2016
46	DPI Research Question: DUA	Y	RWG, DGWG	Not Started	TBD		DUA	45		10/15/2016
47	DPI Question: Analysis takes place after KB is used for matching and Process Flow is followed for Data Request and Return of Data to Analyst/Researcher	Y	RWG	Not Started	TBD		Report	21, 32, 46		11/30/2016
48	DPI completes research and records answer to question.	Y	RWG	Not Started	TBD		Answer documented.	47		12/31/2016
49	<b>2017: No-Cost Extension - 2017 Research and Continuous Improvements Project, Set Stage For Sustainable Use of ECIDS For Research/Analysis</b>									
50	2017 Research Agenda	Y	RWG	In Progress	Y		Research Agenda Document containing analytic questions to be answered in 2017.		RWG has started discussions and considerations for 2017 Research Agenda	2017
51	Code Book	Y	RWG	In Progress	TBD	N/A	Code Book		Continuously worked on until end of grant	2017